



## Welcome to Christian Academy at English Station!

Below are the most frequently asked questions and answers from our first-year parents. We hope this helps you get started. You can always click on your campus to get more specific information and contacts to help you through this year.

### 1. IMPORTANT ONLINE PORTALS:

Be sure you are signed up on each and keep them updated if your information changes

- **FACTS Family Portal** This information system allows:
  - The school to send communications to parents
  - Parents access to a non-pictorial directory
  - Parents to be alerted regarding school day delays or cancellations
  - Parents ability to fill out forms online
  - New families, [click here](#) for account access instructions
  - [Click here](#) to log on to FACTS Family Portal. Our district code is CA-US.
- **FACTS Tuition**
  - Used to process payments (tuition, athletics and other charges)
  - Used to apply for financial aid
  - **To access, click on the link you receive in an email when payment is due**
  - Use your FACTS Tuition username and password (which is different than the username and password used for FACTS Family Portal)
- **Canvas**

We also use a program called Canvas in grades 6 - 12. This is a tool for your child, to help him/her manage assignments and classroom content. Teachers will post information, power points, resources, etc. on Canvas, and students will be able to turn in their assignments through this program. All high school/middle school students are automatically enrolled in each of their courses in Canvas, and their teachers give them the login information they need. As a parent, you are able to access your child's Canvas account as an observer. For information and directions on how to do this, please click [here](#).
- **MyPaymentsPlus**

This online service is a free service to help parents track their student's purchases and to keep track of how much money is in their student's account. **To sign up, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com)** and have your child's Student ID available, which your child will receive once the school year begins. You may also click [here](#) for instructions. There is no cost for this service unless you choose to deposit funds online. The email notification of low funds and the purchase history are all free. This is the only way to keep track of your student's cafeteria account. If parents have any questions about MyPaymentsPlus, they are encouraged to contact the cafeteria manager.

### 2. Financial Assistance and Information

- For questions regarding tuition, please contact Lindsay Buis by emailing [lbuis@caschools.us](mailto:lbuis@caschools.us) or calling (502) 753-4593.
- For a change in your financial status, allowing us to work with you as your finances change, please contact Tuition Assistance and speak with Amy Shee [ashee@caschools.us](mailto:ashee@caschools.us) (502) 753-4680.



### 3. Enrollment and Continuous Enrollment

- Contact Christian Academy's English Station admissions counselors at any time to discuss any admissions or continuous enrollment questions.
  - Christina Johnson for Junior Academy (Preschool) - 5th Grade  
(502) 753-4575 [cjohnson@caschools.us](mailto:cjohnson@caschools.us)
  - Darlene Kutzner for 6th-12th Grade  
(502) 753-4564 [dkutzner@caschools.us](mailto:dkutzner@caschools.us)

### 4. Athletic Registration

- The English Station athletic department will send out registration information prior to each season (fall, winter, and spring). There may be fees associated with each sport. For more information visit [Centurion Athletics](#).

### 5. Attendance and Dress Code

- School hours for English Station Elementary School are 7:50 a.m. – 2:50 p.m. When your student is going to be late or absent, please contact the English Station Elementary office at [elreception@caschools.us](mailto:elreception@caschools.us) or by calling (502) 753-4578.
- School hours for English Station Middle and High School are from 8:10 a.m. – 3:10 p.m. When your student is going to be late or absent, please contact the following:
  - Middle School Office at (502) 753-4534 or email [msreception@caschools.us](mailto:msreception@caschools.us)
  - High School Office at (502) 753-4527 or email [esreception@caschools.us](mailto:esreception@caschools.us)
- Students are required to wear approved uniforms to school unless it is a planned spirit wear day. For more information click [here](#) for all grade-level dress code guidelines.
  - You may request a gently used uniform piece from the “Virtual Clothes Closet” [here](#).

### 6. Carpool, Arrival and Dismissal, Before and After-school Care

- For English Station bus routes and information, click [here](#).
- For K-8th grade before and after school care, please click [here](#).
- Carpool details will be shared with families prior to the start of school each year and then will be made available on the [caschools.us website](http://caschools.us) under each school's Documents and Links page.

### 7. Emails, Newsletters and Information

- Each Wednesday you will receive an email titled *News and Events* which highlights what is happening on each Christian Academy campus.
- The *elementary, middle, and high school newsletters* will be included in News and Events.
- High school daily announcements can be found [here](#).
- Christian Academy's communications will be sent via email anytime there are updates or announcements, so you will want to check your email daily.
- Connect with your child's class through **class Facebook pages** which can be accessed [here](#).
- Connect on Facebook:
  - Christian Academy School System [here](#)
  - Christian Academy's English Station Campus [here](#)
  - Biblical Unity at Christian Academy School System [here](#)
  - CAL PTO: English Station [here](#)



## 8. Parent Involvement

Where can you participate?

- PTO- Our PTO sponsors student and family activities, from hospitality to Race for Education, which help promote school community and occasionally raise funds to support educational needs. Click [here](#) to find out more. Also, be sure to join the CAL English Station PTO Facebook group by clicking [here](#). You will always be in the know about what is happening, along with accessible links to much needed information and ways to get involved. For more information contact the PTO at [ptoes@caschools.us](mailto:ptoes@caschools.us)
- Watch D.O.G.S. (Dads Of Great Students)- Christian Academy Schools participate in the national WATCH D.O.G.S. program. The two primary goals of this program are
  - 1) To provide positive male role models for the students, demonstrating by their presence that education is important
  - 2) To provide extra sets of eyes and ears to enhance school safety and security.

For more information about Christian Academy's WATCH D.O.G.S. program or to participate, please contact the elementary office for further information at [elreception@caschools.us](mailto:elreception@caschools.us) or call the office at (502) 753-4578.

- Parent Ambassador- Help welcome new families to Christian Academy! We work to contact and connect new families with everything Christian Academy has to offer. Contact Aimée Games at [agames@caschools.us](mailto:agames@caschools.us) for more information.
- Opportunities to volunteer - Class field trips, read-aloud mystery reader, missions, morning greeter, cafeteria, media center, clubs, music, band and sports teams always need parent help to be successful. As the semester progresses, opportunities to volunteer will be announced. Watch your email and school newsletter for information.
- Alumni and Grandparent Clubs- these are both incredible opportunities to get involved. Contact Danielle Gleitz at [dgleitz@caschools.us](mailto:dgleitz@caschools.us) for more information.

## 9. Teacher Interaction

- Parents are encouraged to open discussions and meetings with teachers and principals regarding concerns and suggestions. Following the Matthew 18 principle, we urge parents to go to teachers first with questions or concerns before bringing in principals or sharing it with friends.
- Our campus counselor and academic support may contact you if we identify struggles your child is having. You may, also, contact them with any concerns or questions about your child. To connect with our counselors, please contact the school's office.

## 10. For additional assistance, please contact Aimée Games at (502) 753-4561 or [agames@caschools.us](mailto:agames@caschools.us)

To contact your school office:

- English Station Junior Academy/Elementary School (502) 753-4578 [elreception@caschools.us](mailto:elreception@caschools.us)
- English Station Middle School (502) 753-4534 [msreception@caschools.us](mailto:msreception@caschools.us)
- English Station High School (502) 753-4527 [esreception@caschools.us](mailto:esreception@caschools.us)